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## Memorandum

To: Mayor Bashert

From: Frances McMullan, City Manager

Date: October 29<sup>th</sup>, 2019

Subject: Council Information Letter

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### CITY MANAGER OFFICE

- ◆ Submitted CRISI Grant application – Thursday, October 17<sup>th</sup>. It can take 4-5 months for an announcement of selections. If awarded, construction could begin around mid-March 2020.
- ◆ Attended DDA Meeting – October 17<sup>th</sup>.
- ◆ Attended International City/County Management Association (ICMA) Annual Conference in Nashville, TN, October 21-24.
- ◆ Health Care presentation and resolution regarding PA152 - November 5<sup>th</sup> at 7:00 p.m.
- ◆ Water Street presentation – November 12<sup>th</sup> at 7:00 p.m.
- ◆ Master Plan Update/Sustainability Plan draft presentation/discussion – November 26<sup>th</sup> at 7:00 p.m.

### CITY CLERK OFFICE

- ◆ The Clerk Department held an Election Chair meeting on October 18<sup>th</sup> to discuss potential improvements for polling locations.
  - ◆ All boards and commission applications are now posted on the city website under the Boards and Commissions page.
  - ◆ The Clerk Department will begin accepting applications for the Arts Commission beginning October 31<sup>st</sup>, and a notice will be sent making the public aware of that fact.
  - ◆ The 2020 Medical Marijuana Facilities applications have been mailed and application renewals will begin being accepted November 2<sup>nd</sup>.
  - ◆ The third 2019 medical cultivation facility was awarded to Feleo Manufacturing Strategies located at 834 Railroad. This facility replaces MI Horticulture and Relief at the same address.
  - ◆ Administrative Hearings Bureau
    - 26 Liens will be filed in November for outstanding fines
  - ◆ The Parks and Recreation Commission was allocated funds from the Board and Commissions Fund for the purpose of Mpark Membership and the October 24<sup>th</sup> Movie at Frog Island.
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## FINANCE DEPARTMENT

- ◆ Finance Director/Treasurer is now a proud homeowner and resident of the City of Ypsilanti.
- ◆ Finance Director attended the MGFOA Annual Conference held on September 29<sup>th</sup> – October 2<sup>nd</sup> at Grand Traverse Resort.
- ◆ Payroll Administrator has been appointed by the City Manager to be the Interim HR Director.
- ◆ Moody's has released an **A1** credit rating for the [Water and Sewer Bond](#).
- ◆ Collected a 2016 invoice from Washtenaw County Parks and Recreation for an amount of \$29,200 for the 10% withheld for the Heritage Bridge project.
- ◆ Rehmann, our external auditors, will conduct their year-end fieldwork during the week of October 28<sup>th</sup> - November 1<sup>st</sup>.
- ◆ Interest Earning September 30, 2019:

### CITY OF YPSILANTI INVESTMENT REPORT AS OF SEPT 30,2019

#### 1. SUMMARY OF INVESTMENT BY TYPE

FY	2019-2020
Date	9/30/2019

TYPE OF INVESTMENT	AS OF SEPT. 30,2019	%
COMMERCIAL PAPER	\$9,945,975	50.88%
LGIP	\$8,040,579	41.13%
CERTIFICATE OF DEPOSIT	\$1,503,463	7.69%
MONEY MARKET	\$59,090	0.30%
<b>Grand Total</b>	<b>\$19,549,106</b>	<b>100.00%</b>

#### 2. INTEREST EARNED PER QUARTER

FY	2019-2020
Quarter	1st

Sum of Interest TYPE	Column Labels			
	7/31/2019	8/31/2019	9/30/2019	Grand Total
CERTIFICATE OF DEPOSIT	637	637	1,548	2,822
COMMERCIAL PAPER	18,296	18,738	16,417	53,451
LGIP	7,434	8,920	11,128	27,482
MONEY MARKET	2,352	509	78	2,939
<b>Grand Total</b>	<b>28,719</b>	<b>28,804</b>	<b>29,171</b>	<b>86,694</b>

AVERAGE RATE OF RETURN	
AVERAGE INTEREST INCOME	28,898
ENDING INVESTMENT	19,549,106
<b>AVERAGE RATE OF RETURN</b>	<b>1.774%</b>

## HUMAN RESOURCES

### New Hire

First Name	Last Name	Hire Date	Department
Scott	Donley	10/1/2019	Ypsilanti Police Department
Lindsay	Shaner	10/30/2019	Ypsilanti Building Department

### Separation/Retirement

First Name	Last Name	Last Day	Department
Rebecca	Craigmile	10/11/2019	Ypsilanti City Hall

- ◆ **Benefits Fair** – On November 8<sup>th</sup> the Human Resources Department will be hosting a Benefits Fair for all employees. This fair will include representatives from many of our vendors including Ulliance, LegalShield, BCBS of Michigan, and many others.

## ECONOMIC DEVELOPMENT

- ◆ **Developments** – The Planning Commission will be reviewing a site plan for 815 W. Michigan for an extension of their building for a cooler. Additionally, the Zoning Board of Appeals will be reviewing a fence height permit.
- ◆ **Grants** - The City applied for the CRISI grant on October 17<sup>th</sup>. City Council will also be reviewing a contract with Phoenix Construction for the Rutherford Pool remodel at the November 5<sup>th</sup> meeting. Additionally, City Council will also need to approve the MDNR development project agreement prior to construction beginning. Staff continues to work on the dam removal grant from the MDNR.
- ◆ **Staff Transition** – Our new City Planner will be starting on November 13<sup>th</sup>. His name is Andy Aamodt and he is currently the Zoning Coordinator with the City of Flint.
- ◆ **Master Plan** – Staff continues to work on updating the master plan. Thank you for all the help that Council gave on scheduling the meetings. We are compiling the information and will have additional information soon.
- ◆ **Marijuana** – Staff continues to assist Council and the public in answering questions on the medical and recreational marijuana ordinances. Staff is also drafting the zoning for recreational marijuana.
- ◆ **Demolition** – Staff will be releasing an RFP to demolish 448 S. Huron St. We will be utilizing CDBG funding for this project and Council will need to approve a sub recipient agreement with Washtenaw County.
- ◆ **DDA** – Bobcat Bonnies opened on October 18<sup>th</sup>. The DDA also held two successful walking tours of downtown and depot town. Approximately 70 people attended the tours. The DDA and City also held the Movie in the Park showing Hocus Pocus with approximately 150 people turning out in total.

## DEPARTMENT OF PUBLIC SERVICES

- ◆ DPS is currently working with Recycle Ann Arbor to negotiate an extension of our agreement with them to continue to allow for the waiving of fees for the drop off for City residents.
- ◆ The 2019 Road project should be wrapping up by the end of next week. Pavement markings have begun and restoration should be completed by this time.
- ◆ Both ramp projects are underway, with the METRO ramp project starting this week. The contractor will be constructing sidewalk ramps on Hawkins Street between Michigan Ave and Harriet.
- ◆ We are in the process of making some changes at the DPS offices. In order to accommodate the parking manager in our office, we are installing new office furniture to make the layout of the office more efficient. In addition to the furniture, we are having additional insulation installed to promote energy efficiency in the office.
- ◆ We are in the process of evaluating options to repair the salt barn at the DPS yard. There are some cracked columns that need to be repaired to secure the building. I will keep everyone posted on this issue.
- ◆ We have a new Equipment Operator starting November 5<sup>th</sup> and we have reposted the position to hire the second Equipment Operator. We will be conducting interviews in a few weeks.

## POLICE DEPARTMENT

### Activity Report

Statistics for the current period reflected by the past three months with Seven (7) days remaining in October.

	August	September	October
Arrests	57	62	55
Tickets	93	140	99
Calls for Service	1355	1575	1130
Reports	258	210	206

- ◆ Personnel:

Probationary Officer Lewandowski has completed the FTO Program and is certified for solo patrol. Probationary Officer Gerwig is in the final stages of the FTO Program and progressing well. He is scheduled to be certified for solo patrol by mid-November. Probationary Officer Heath is currently in phase two and progressing well. Probationary Officer Donley started with the police department this month and is in phase one. Recruit Smith is currently in the academy which is due to graduate in early November. One budgeted position remains and interviews were conducted on November 16<sup>th</sup>.

- ◆ 10/02- Officers Taite, Lewandowski, Lieutenant Yuchasz and Chief DeGiusti participated in the National Coffee with a Cop day and were graciously hosted by Biggy Coffee.
- ◆ 10/07- Lieutenant Murphy attended the weekly Parkridge Meeting.

- ◆ 10/09- Chief DeGiusti attended the Community Partners Meeting at the Freight House sponsored by the City, EMU and Washtenaw County.
- ◆ 10/12- Chief DeGiusti attended the monthly Heritage Park Association meeting.
- ◆ 10/14- Chief DeGiusti attended the weekly Parkridge Meeting.
- ◆ 10/17- Lieutenant Yuchasz attended a multi-jurisdictional meeting at PTTTPD to discuss possible cooperative programs to curb the drastic increase in Larceny from Auto complaints across the county.
- ◆ 10/17- Lieutenant Yuchasz attended the Traffic Review Committee meeting.
- ◆ 10/19- Officers Burgess and Dunlop participated in the National Drug Take Back Day at Corner Health.
- ◆ 10/24- Lieutenant Yuchasz attended the monthly YPAC Meeting.
- ◆ 10/25- Chief DeGiusti attended the annual Snow Emergency Council.
- ◆ 10/25 – Officers Taite, Gerwig, Lyons and Chief DeGiusti participated in the annual Halloween event at the Downtown Ypsilanti Library.
- ◆ 10/28- Chief DeGiusti is scheduled to attend the Parkridge weekly meeting.

## FIRE DEPARTMENT



### City of Ypsilanti Fire Department

#### Activity Report:

	August 2019	September 2019	October 2019
Fire & EMS Calls	337	191	199
Inspections	0	0	0
Non-emergency requests	1	2	2

**Training Update:**

- ◆ The following trainings/classes occurred during the month of October:
  - Advanced Vehicle Stabilization
  - Firefighter Survival
  - Hose Line evolutions
  - Friction loss

**Apparatus Update:**

- ◆ Tower 1 is back in service.
- ◆ Annual hose testing on October 23<sup>rd</sup>.
- ◆ Annual pump testing on October 24<sup>th</sup>.

**Capital Improvement:**

- ◆ Opened the bidding process for apparatus floor and drain repairs.
- ◆ Gear washer is being utilized and working efficiently.

**Notes:**

- ◆ Met with ISO rep. Chris Osgood in preparation for our ISO evaluation scheduled for December 4<sup>th</sup>.
- ◆ On Friday, October 25<sup>th</sup>, the YFD participated in the Halloween Fest held at the Ypsilanti Public Library.
- ◆ Public Education at Perry school and Eastern Michigan University.

**Interviews:**

- ◆ Promoted Firefighter Jeff Schulz to Lt. on October 15<sup>th</sup>. Congratulations Jeff.